



(Approved by ACDP membership: 04/15/21)

ACDP OPERATIONS AND PROCEDURES MANUAL

This Operations and Procedures Manual establishes the operating practices of the ACDP. The operating practices as set forth herein was approved by the Executive Board and approved by the County Committee. It was established pursuant to Article IX of the ACDP Bylaws and is separate and apart from the Bylaws. It may be amended at the discretion of the Executive Board and consent of the County Committee.

I. ACDP COMMITTEES

Following are descriptions of the goals, duties and responsibilities of the ACDP:

1. **Elections: Goal:** Develops campaign infrastructure and seeks to elect Democrats within Alpena County, the State of Michigan and at the national level. We do that by: Seeking and recruiting candidates, identifying needs of candidates, training candidates and being a point of contact with all local and district candidates. This committee:
 - a. helps to ensure that all local elections are successfully administered by the county of Alpena.
 - b. analyzes and reports all election data to the Board and membership.
 - c. monitors voter concerns within Alpena County and maintains a working relationship with all Clerks within Alpena County.
 - d. ensures that the Board and membership is aware of the need for training opportunities for Poll Watchers and Precinct Delegates.
 - e. keeps the Board and membership aware of all significant ballot issues.
 - f. communicates with all other committees on an as-needed basis.
 - g. seeks re-assignment of roles and responsibilities, as necessary.
 - h. provides a copy of all minutes and provides a brief oral update to the Board and membership at the ACDP monthly Board/General Membership meetings.
 - i. may have multiple sub-committees in order to build and sustain a strong base of support for any person interested in public service as well as to educate the Board and membership about voting laws and responsibilities.

2. **Finance: Goal:** Identifies expenditure goals for the ACDP to safeguard the ACDP's finances. The Committee:

- a. will provide/establish general financial oversight, financial planning support to the ACDP Board Treasurer and will conduct a yearly financial audit.
 - b. acts as an information source and reference point for other Committees by clarifying financial implications of all proposals in order to comply with requirements set forth by MERTS, the IRS and the MDP.
 - c. may utilize sub-committees to support their mission.
 - d. will provide a copy of all minutes and a brief oral summary of activities at the ACDP monthly Board/General Membership meetings.

3. **Outreach: Goal:** To build relationships and Partnerships. We do that by: Seeking to find and target need in our community, promote and foster a sense of inclusiveness, create methods to strengthen community relationships with targeted audiences, provides input and create a framework for new Party programs, develops a plan to define and refine the Democratic message/platform via community outreach such as engaging our members in volunteerism. This committee:
 - a. seeks to build relationships with minorities and those groups who may be maligned and unfairly targeted.
 - b. may have multiple sub-committees in order to fully promote the Democratic platform and inherent understanding that all individuals regardless of race, color, religion or sexuality - are equal and valued members of society.
 - c. communicates with all other committees on an as-needed basis.
 - d. seeks re-assignment of roles and responsibilities, as necessary.
 - e. provides a copy of all minutes and provides a brief oral update to the Board and membership at the ACDP monthly Board/General Membership meetings.

4. **Activism: Goal:** To promote, impede or raise awareness of the inherent belief in our core Democratic issues via peaceful protest, demonstrations or lectures. We do that by: taking a clear stance on an issue, voicing an opinion and working to ensure that the change desired by the Democratic causes we honor and promote comes to fruition. This can be accomplished through simple means such as writing postcards to our lawmakers and supporters, peacefully protesting, peacefully supporting those supportive lawmakers who are maligned, counter-protesting, canvassing doors, organizing call banks or it could mean organizing speakers on a topic of concern such as our environment, our food supply, Line 5 etc. The Activism committee:
 - a. may have multiple sub-committees as it deems necessary to promote the Democratic platform as well as to support those Leaders who support democracy.
 - b. communicates with all other committees on an as-needed basis.
 - c. seeks re-assignment of roles and responsibilities, as necessary.

- d. provides a copy of all minutes and provides a brief oral update to the Board and membership at the ACDP monthly Board/General Membership meetings.
- 5. **Newsletter: Goal:** To oversee, write, edit and produce print-ready (PDF) version of an ACDP newsletter in consultation with the ACDP Leadership Team. The Editor of the ACDP newsletter will attend Leadership meetings in order to have direct communication with the Team regarding their focus, goals, decisions, challenges and changes.
In addition, the leader of this team will manage additional writers to help research, write, edit and produce articles on candidates, issues, platforms, activities and other events important to the ACDP.
- 6. **Fundraising: Goal:** To develop, plan and coordinate revenue streams by creating sustainable methods for consistent monetary growth of the ACDP. The Committee will review all previous fundraising activities and make recommendations for improvements or abandonment for each new fiscal year.
The Fundraising Committee:
 - a. will develop and propose fundraising methods with the support of the ACDP Board to ensure that efforts are cost effective while utilizing the fiscal procedures established and maintained by the ACDP Treasurer.
 - b. will communicate with all other Committees on an as-needed basis.
 - c. will provide a copy of all minutes and a brief oral summary of activities at the ACDP monthly Board/General Membership meetings.
- 7. **Membership: Goal:** To oversee the recruitment of new members with the ACDP thru an active membership with the MDP. Management of ACDP membership data from the MDP and having access to an ACDP Membership spreadsheet provided by the MDP to the ACDP Chair and Membership Committee Chair. The Membership Committee Chair shall be a ACDP Member in good standing with the MDP appointed by the ACDP Chair with consent from the ACDP Executive Board. The members of the ACDP Membership Committee shall consist of all ACDP Members in good standing with the MDP. Access to the Membership Data shall be granted by request through the ACDP Chair and consent of the ACDP Executive Board. If access is granted, use of said Membership Data shall be for ACDP business only. If said request is denied, the member may appeal said denial to the County Committee.
- 8. The Elections, Finance, Activism, Fundraising and Membership Committees shall be considered Standing Committees while the Outreach and Newsletter Committees shall meet on an Ad Hoc basis, as needed.

II. ACDP CODE OF CONDUCT:

It is expected that all members of the ACDP shall conduct themselves at ACDP events in a manner consistent with the values of the Democratic Party. This includes conducting and participating in ACDP business in a civil manner, both spoken and written. The Officer presiding at any ACDP meeting will have the authority to caution members who are not conducting themselves in such a manner that interferes with ACDP business. The Officer presiding at any ACDP meeting may expel a member from said meeting for repeated disruptive behavior or conclude a meeting immediately at his/her discretion without any vote by the attendees of said meeting. Membership in the MDP does not assure or guarantee participation in the ACDP if a member's behavior is deemed inconsistent with the MDP's Code of Conduct by the Executive Board. A member's ability to participate in ACDP activities, including attending meetings, serving on Committees or access to digital products used by ACDP may be revoked by the Executive Board.

III. EXPENDITURES, CONTRACTUAL AND THIRD-PARTY SERVICES:

1. Any single expenditure made on behalf of the ACDP in excess of Two Hundred (\$200.00) Dollars must be approved by a vote of the Executive Board.
2. Any contractual or third-party services to be performed on behalf of, and for the benefit of the ACDP must first be approved by a vote of the Executive Board.

IV. USE OF ACDP DIGITAL PRODUCTS OR ACCOUNTS:

All digital products or accounts utilized by the ACDP shall be considered the property of the ACDP. This includes the ACDP website(s), social media accounts, online accounts for tools to conduct ACDP business and ACDP e-mail accounts. The Executive Board controls and sets User IDs, passwords, recovery settings and 2-factor authorization codes for ACDP phones and equipment. To prevent unauthorized access, no changes to User IDs, passwords, recovery settings or 2-factor authorization codes will be made without an approval vote of the Executive Board. No new digital or online account or subscription, including email accounts will be established in the name of the ACDP or for ACDP purpose without a prior authorization vote of the Executive Board. Access to digital products, accounts, subscriptions and/or services will require an approval vote of the Executive Board on an as needed basis to fulfill ACDP business, officer duties, committee business and volunteer duties. User IDs, passwords, recovery settings and 2-factor authorization codes may be shared with authorized members in good standing only, upon request to the Chairperson and approval of the Executive Board. The Executive Board may revoke digital access from any member without cause or advanced notice at the Board's discretion.